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The attached Administrative Instruction No. 6, Supplement 3 Revised, Issued 18 October 1944, Effective 17 October 1944, supersedes Administrative Instruction No. 6, Supplement 3, Issued 26 October 1943, Effective 30 October 1943. Please destroy the old Administrative Instruction.

OFFICE OF STRATEGIC SERVICES

ADMINISTRATIVE INSTRUCTION

NUMBER: 6, Supp, 3 Revised  
ISSUED: 18 October 1944  
EFFECTIVE: 17 October 1944

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SUBJECT: Call for Estimates - Fiscal Year 1946

All offices and branches of the Office of Strategic Services will submit their estimates of appropriation for inclusion in the regular budget of OSS for the Fiscal Year ending 30 June 1946 to the Budget and Procedures Branch on or before 15 November 1944.

Estimates shall be submitted in four complete sets, one each for the four contingencies enumerated in General Order No. 68. In order to comply with these instructions it will be necessary for each office and branch to prepare and submit four separate sets of estimates (in original and two copies) in the form and manner hereinafter described with regard to all objects of expenditure.

Each office or branch having offices, installations or representatives in any foreign theater or other location shall submit separate estimates on behalf of their activity within such theater or at such location.

GENERAL INSTRUCTIONS

Office and branch estimates shall be presented in the following form and order:

- a. Statements of authorization from which the functions and activities of the office or branch are derived, (General Orders, etc.).
- b. An organization chart with a brief explanation of the relationships between the component parts of the branch or office.

Organization charts presented should be as formal and unostentatious as possible and yet should clearly reflect lines of authority and distribution of activities within the office or branch.

- c. A statement of functions and activities of the office or branch and for each of its component units of organization, and a statement indicating the operating relationships between the office or branch and other units of OSS and between the office or branch and other departments and agencies of the Federal Government.

10. Special Funds.

Estimates for unranchered funds should be submitted and justified by object class of expenditure in the same manner as the estimates for ranchered funds.

11. Special attention should be given to the preparation of the justifications supporting the estimates for each objective class of expenditure, emphasizing the essential factors and giving whenever possible specific, concrete, factual data.

12. The Budget Office has a limited supply of a sample budget which may be used for the information and guidance of those responsible for the formulation of the estimates.

6. Printing and Binding.

Includes all printing and binding of books, pamphlets, documents, and other publications. Printed forms and letterheads are also included under this group.

Estimates for printing and binding of forms, stationery, and routine office supply items will be made by the Procurement and Supply Branch. Special or unusual requirements for printing and binding which cannot be handled by the Reproduction Branch should be set forth in detail by each office, indicating the type of publication, the estimated number of copies, the proposed distribution, and the cost of each publication.

7. Other Contractual Services.

Requirements for procurement of special services and/or supplies and equipment combined shall be specifically stated accompanied by the appropriate justification. Estimates for maintenance and repair of office buildings and warehouse facilities will be submitted by the Procurement and Supply Branch for OSS. Estimates for maintenance, repair, and construction of camp buildings and equipment will be submitted by the Schools and Training Branch in consultation with Headquarters and Headquarters Detachment and the Procurement and Supply Branch.

Estimates for requirements of funds for special projects involving other Government agencies and/or outside concerns shall be stated by specific project costs, identifying costs by object class in the same manner prescribed for the over-all budget submission.

8. Supplies and Materials.

Estimates for office supplies and materials will be prepared by the Procurement and Supply Branch. Estimates for special supplies and materials peculiar to the operations of any one branch will be reported and justified by the branch having such special requirements.

9. Equipment.

Estimates for office equipment will be prepared by the Procurement and Supply Branch and the Budget and Procedures Branch. Estimates for special equipment peculiar to the operations of a branch or office must be reported by that branch with appropriate justification.

- d. A chart showing the flow of work through the various divisions or units of the office or branch.

Work flow charts should clearly denote the flow of projects into and through the various components of each office or branch and the production or service contributed in the flow by each component. It is not necessary, however, to go into great detail with regard to the flow of papers and documents through the office or branch where such data would not contribute to an analysis of the main production goal or objective of the office or branch.

- e. Detailed justification of estimates.

(1) Personal Services.

OSS Form 1082, Revised, shall be used in preparing estimated personnel requirements. A separate sheet shall be used for each organizational unit within each office. ~~or branch~~. A consolidated recapitulation for each office ~~or branch~~ shall be prepared on a separate sheet. The recapitulation may include, when necessary, summary totals for large organizational units under each office or branch if desired.

The foregoing statements on OSS Form 1082, Revised, shall be preceded by a justification of the requirements of personnel indicated on the Form. Reference should be made to experience data on production showing qualitative (i.e., information as to use of the product and information as to users and use of the product) and quantitative (i.e., data regarding units of production capacity required) experience and anticipation.

All personnel, whether Civil Service, ~~military~~ or Special Funds, shall be listed on the form with their operating titles in order of authority within the organizational unit. In addition to the operating title, the grade and salary shall also be stated for Civil Service employees; for military personnel only the military rank or rating; and for Special Funds employees the annual salary without grade.

Estimates for Personal Services including allocations of proposed positions or increases in grade or salary designation for existing positions will be subject to review by the Classification Division, Civilian Personnel Branch, and will not be included in the estimates without prior approval of the Classification Division. However, such approval will be for estimate purposes only and will not constitute final approval of intended advances in salary or classification.

Salaries stated on OSS Form 1082, Revised, are to be exclusive of overtime. Estimates of requirements for specific types of employees, i.e., temporary, part time, consultants, WAE and WOC employees, shall include justification for the need of this class of employee and for the number, indicating their functional relationship to the branch program.

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*a supply of OSS Form 1082 may be obtained from the procurement and supply office. B. O. by calling Ext 4445*

Estimates for travel should include transportation costs, per diem or subsistence while in an authorized travel status, and other expenses incident to travel which are to be paid by the Government either directly or by reimbursement to the traveler.

Estimates should be made for the cost of travel of armed service personnel, as well as all classes of civilian <sup>and</sup> personnel. Where it is impractical to supply dollar estimates for travel, they should include references to points to which travel will be performed, purpose of the travel, duration of the trip, etc. Appendix No. ~~4~~ includes a listing of the cost of transportation by commercial facilities between various points most often visited by OSS personnel. Estimates for overseas travel should be included in the Washington budgets as follows:

- a. For staff employees with headquarters in Washington, all costs for transportation and per diem on a round trip basis.
- b. For employees transferred to foreign field headquarters, cost of transportation and per diem up to the day of entrance on duty at the foreign base.

Cost of transportation and per diem for employees officially stationed at foreign posts and that of employees transferring from a foreign post of duty to Washington headquarters should be included in the estimates for travel submitted by or for the foreign posts. The justification should state the need for the anticipated travel and the class and number of employees who will perform the travel.

### 3. Transportation of Things.

Includes those charges for the transportation of things which are paid or to be paid directly by the Government and not by the vendor, whether such transportation be by land, air or water. It also includes charges for the care of such things while in process of being transported.

Costs involved in the transfer of materiel, supplies and equipment or of Army materiel to be used or issued inside ~~or outside~~ the United States will be included in the estimates of the Procurement and Supply Branch. It will be the responsibility of the branch or office to supply justification for transportation costs incurred in the shipment and reshipment of files, documents, photographs, exposed film, and similar operating supplies and equipment in their individual budget estimates.

4. Communications.

Includes the transmission of messages from place to place, such as tolls for land telegraph service, marine cable service, radio and wireless telegraph service, telephone service, postage and messenger service. It also includes switchboard and service charges and telephone installation costs.

Estimates for communications, generally, will be prepared by the Procurement and Supply Branch, the Communications Branch and the Budget and Procedures Branch. Estimates for special services, such as teletypewriter, telemeter, direct wire, tie-line service, etc., shall be prepared and justified by the branch or office having or desiring such service in their individual estimates.

5. Rents and Utilities.

Includes charges for rents as well as for heat, light, power, water, gas, electricity, and other utility services exclusive of transportation and communication services.

Rents and utilities estimates for all office and warehouse space now occupied by DDC in the Washington area will be prepared by the Procurement and Supply Branch and the Budget and Procedures Branch. Estimates for additional office space or warehouse facilities needed by the departmental offices should be prepared and presented with the necessary justification.

Estimates for rental or lease of training areas and camps shall be presented by the Schools and Training Branch and Headquarters and Headquarters Detachment.



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